



MEMORANDUM

TO: Town Council

VIA: Adele P. Schirmer, Engineering and GIS Department Director

FROM: Randy Formica, Town Engineer *SRF*

DATE: October 2, 2007

RE: High System Water Tank Site Selection and Design

RECOMMENDATION: That the Town contract with Draper Aden Associates to perform site selection, prepare the Special Use Permit, and design the new High System Water Tank.

BACKGROUND: In February 2007, a Request For Proposal for engineering services related to the design of a new High System Water Tank was advertised. Four engineering firms were interviewed and Draper Aden was selected to submit a proposal under the Town's Purchasing requirements.

A proposal was received from Draper Aden Associates and reviewed by Town Staff. The proposal breaks the process down into two phases. The first phase includes a review of the tank site recommendations made in the Preliminary Engineering Report that was prepared in the year 2000, reviewing any additional sites that may warrant analysis, neighborhood meetings to discuss potential sites, hydraulic analysis of the High System, modification of the Preliminary Engineering Report and submittal to the Virginia Department of Health for review, site selection based on the above criteria, and preparation of the Special Use Permit for Town Council and Planning Commission approvals. The cost of Phase 1 is \$38,000. We find these costs to be fair and equitable.

Phase 2 will include the actual design of the tank and an additional scope of services will be submitted to Town Staff at the completion of the Special Use Permit process and a contract amount negotiated at that time.

The tank design and construction is a funded project in the Capital Improvement Program. Please advise if I can be of any further assistance.

APPROVAL:

Marc Verniel

Date

cc: Susan Kaiser, Finance Director